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20 MAY 1955

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Classification of Positions for Office of Training Instructor Development Program

REFERENCE : Memorandum from Special Assistant to the Deputy Director (Support) to the Director of Personnel dated 10 May 1955, (DD/S 55-408)

1. In attachment to referenced memorandum, the Director of Training requests that the grade range for the external recruitment of experienced candidates for the Instructor Development Program be extended from the GS-13 to GS-14 as the upper grade limit. This request is based on the salaries required to attract the caliber of instructors desired by the Director of Training.

2. Since the program envisages that the candidates selected would undergo an orientation and training program of two years duration prior to the actual commencement of their instructional duties, I foresee that instructors who are hired at the GS-14 level, without Agency experience, will feel entitled to a higher salary level when they are finally trained and are given their instructional assignments after completing two years in the Agency. We cannot be sure the Training Instructor positions then available will include sufficient higher level positions to accommodate such personnel. Currently, OTR has [redacted] GS-11 positions approved in this field, some of which involve considerable program and supervisory responsibility.

3. As of now, the recruitment effort has been for mature, proven instructors, having established reputations in specific academic fields, willing to accept OTR Instructor Development positions at salaries falling within the GS-11 through GS-13 salary range. However, the Chief, Personnel Procurement Division, has indicated that to get better qualified academic applicants, such as heads of departments at well-known universities, it may be necessary to be able to offer the GS-14 salary in order to secure those especially well-qualified individuals.

Formal No. 003
No Change in Class. ☐
Class. Act.
Date: 29 DEC 1978
By: [redacted]

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4. Our analysis of the current OTR staffing pattern indicates that the Instructor and Supervisory professional positions at the GS-14 and above levels, equate out to approximately 30% of the total professional staff at GS-11 and above. It would certainly be in order, for the time being, to maintain this percentage with respect to the 10 Instructor Development slots which you recently approved. Therefore, it is recommended that no more than 3 out of the 10 currently authorized Instructor Development Slots be authorized at the GS-14 level, with any additional requests to be considered on an individual basis.

13/
Harrison G. Reynolds
Director of Personnel

Attachment:
Referenced Memorandum
Distribution:
0 & 2 - Addressee ✓
2 - D/Pers
2 - CWD

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ORIGINAL DOCUMENT MISSING PAGE(S):

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